

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ASSISTANT CITY CLERK

DEPARTMENT: CITY CLERK

BASIC FUNCTION:

Under general direction, to administer and coordinate the activities of the City Clerk's Office, including maintaining the official documents of the City, conducting City elections, serving as filing officer for Political Reform Act filings and performing statutory duties in the absence of the City Clerk; to administer the City-wide records management and document management system programs; and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The Assistant City Clerk functions as the operational manager of the City Clerk's Office and reports to the City Clerk who is an elected official and serves in a part-time capacity.

KEY RESPONSIBILITIES:

Assist in planning, directing, and supervising the programs and activities of the City Clerk's Office.

Develop policies, rules and procedures for the effective operation of the department, including establishing goals and objectives and priorities.

Supervise, train, evaluate and participate in selection of assigned staff.

Administer the City-wide Records Management and Document Management/Imaging Programs.

Assist in conducting Municipal Elections in cooperation with the County.

Serve as filing officer for Campaign Statements and Statements of Economic Interests for the City Council, Board, Commission and Committee Members, designated employees and consultants, as required by the State of California Political Reform Act.

Prepare and administer City Clerk's department budget; evaluate and recommend staffing needs, equipment, materials and supplies requirements.

Supervise the preparation, assembly and distribution of materials for all City Council, Housing and Redevelopment Commission, and Municipal Water District Board meetings.

Respond to inquiries from the public; provide explanation of the requirements of City codes, ordinances, established policies and procedures; respond to correspondence as required.

Analyze data, make recommendations, prepare complete reports and participate in the formulation of policy and procedure, staffing and organizational requirements.

Represent the City in the community and at professional meetings as required.

Coordinate activities with other City departments and divisions, and with outside agencies.

May serve as the Acting City Clerk as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Provisions of the State Government Code and the Municipal Code applicable to the governmental structure of the City and specifically related to the functions and operations of the City Council and the City Clerk's Department, including provisions of the Open Meetings Law (Brown Act), Political Reform Act filing requirements (Campaign Statements and Statements of Economic Interests), and Parliamentary Procedure.

Statutory and administrative requirements for the City Clerk's Office, including requirements and procedures for the conduct of Municipal Elections, including State Elections Code provisions.

Modern principles and practices of records management, records management systems and technology, and related policies, procedures and legal requirements.

Principles and practices of sound customer service and constructive problem solving in a politically sensitive environment.

Principles and practices of organization, administration, budgeting and personnel management.

Ability to:

Plan, organize and manage the activities of a City Clerk Office.

Interpret, analyze, apply and implement a variety of complex State Laws, City Ordinances, regulations, policies, and procedures, and make decisions in accordance with appropriate laws.

Establish and maintain effective working relationships with those contacted in the course of work, including: Council Members, Board, Commission, and Committee Members, City employees, the media, and the public.

Administer the citywide records management and document management system programs.

Communicate effectively, both orally and in writing.

Select, supervise, train and evaluate assigned staff.

Organize and administer Municipal Elections, coordinate all aspects of the election, prepare all necessary documents in accordance with the Elections Code, and coordinate with the Registrar of Voters.

Research a variety of administrative and operational problems and make effective operational and procedural decisions.

Perform statutory duties of the City Clerk in his/her absence.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Certification as a Certified Municipal Clerk (CMC) or a bachelor's degree from an accredited college or university with major in Business Administration, Public Administration or related field of study, and three years of increasingly

responsible management experience at a supervisory or administration level. Experience in a City Clerk's Office as a Deputy or Assistant City Clerk is desirable.

SPECIAL REQUIREMENT:

Possession of or ability to obtain a Notary Public appointment.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will Management classification.

DATE APPROVED: May 1999